

Xyrius Training Limited Human Rights and Modern-Day Slavery Policy

Overview

Xyrius respect and support internationally proclaimed human rights making them integral to the way we operate. We are working to guard against our complicity in human rights violations and to uphold the human rights of our people and any other individuals that we are in contact with, either directly or indirectly,

Policy

Our Human Rights policy sets out our position with respect to human rights and modern slavery. Our policy covers:

- i. Child Labour: Xyrius will not use child labour and will comply with all relevant laws in this regard. We do, however, support legitimate workplace apprenticeships, internships and other similar programmes that comply with the applicable laws and regulations.
- ii. Modern slavery: Xyrius will not use forced, bonded or involuntary labour, and workers are not required to lodge 'deposits' or identity papers with the company and can leave after giving reasonable notice, with all wages owed to be paid.
- iii. Health, Safety and Hygiene: All Xyrius employees will work in an environment that is both safe and healthy.
- iv. Discipline: Xyrius prohibits physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation. Disciplinary and grievance procedures are clearly documented and communicated to all employees.
- v. Freedom of Association and Employee Representation: We recognise that all our employees have the right to form and join organisations of their own choosing. The company takes active measures to seek employees' views, respects employees' rights to belong to trade unions and fully complies with our legal obligations to inform and consult employees.
- vi. Working Hours: Xyrius will ensure that working hours are reasonable and comply with the law and industry standards.
- vii. Equality of Treatment: Xyrius is fully committed to eliminating discrimination in access to employment, training and working conditions, on grounds of race, colour, sex, age, religion, political opinion, national extraction, sexual orientation, disability or social origin and promoting equality of opportunity and treatment.
- viii. Employment terms: Xyrius will provide written and clear contracts which detail the terms and conditions of their employment. We will ensure that work performed by employees is on the basis of recognised employment law and practice.
- ix. Remuneration: Xyrius will, at a minimum, provide wages and benefits that meet national standards. We will provide employees with clear written information on their pay and conditions. The firm prohibits deductions on employees' wages as a disciplinary measure. Xyrius is committed to equal pay and benefits for men and women for work of equal value.

Scope:

Our Human Rights policy applies to Xyrius staff, including all employees, contractors, subcontractors and temporary workers. We also expect our suppliers to respect and adhere to this policy.

We will:

- Seek to avoid causing or contributing to adverse human rights impacts through our own activities and address such impacts, if they do occur, in a timely and appropriate manner.
- Seek to prevent or mitigate adverse human rights impacts that are directly related to our operations, products and services through our business relationships.



Enforcement:

Where a human rights violation is identified, we will work with all parties involved to ensure victims have access to remedy, compensation and justice. We'll also investigate the root cause so that we can take appropriate steps to prevent such a violation reoccurring

| Reviewed | By | Outcome |
|---------------------------|----------|---------|
| 15 th May 2022 | M BREWER | Adopted |
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Signed: *Margaret Brewer*
Name: MARGARET BREWER
Position: OPERATIONS DIRECTOR
Date: 15th May 2022